



# Military Brotherhood MMC

SOP 14 – Updated 11 Sep 2017

## Standard Operating Procedure (SOP) 14 DVA Welfare, Pension and Advocacy Training and VITA Insurance

### Reference:

- A. Advocacy Training and Development Program (ATDP)
- B. Veterans' Indemnity and Training Association (VITA) Insurance
- C. Attachment – VITA Insurance Notification

### Club Preamble

- a) Club members are able to be trained under the *Department of Veterans Affairs (DVA) Advocacy Training and Development Program (ATDP)* to Welfare, Pension or Advocacy Officer levels; and
- b) Members are covered under the *Veterans' Indemnity and Training Association (VITA)* insurance while they carry out their duties as advocacy officers.

### General

1. Training and Information Program (TIPS) courses are no longer available. They have been replaced by the new *Advocacy Training and Development Program (ATDP)* conducted by the Department of Veterans Affairs (DVA).

2. Course information is promulgated on the DVA website at:

<https://www.dva.gov.au/consultation-and-grants/advocacy-training>

### What is ATDP?

3. The ATDP has replaced the *Training and Information Program (TIPS)* and provides training to ex-Service Organisations (such as our Club) who wish to provide welfare, pension and advocacy support to Veterans, ex-Defence members and their families.

### What type of training does ATDP provide?

4. The vision of the ATDP is to train and develop selected practitioners to provide high quality advocacy services to current and former Australian Defence Force members and their dependents, covering rehabilitation, compensation, appeals and welfare.



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5. Under the ATDP all learning will be through a single pathway. The single learning pathway under the ATDP will provide a consistent and structured approach to learning that will ensure all advocates gain the necessary skills and knowledge they need to assist a much broader range of clients.

### **How do I access ATDP Training**

6. New advocates will be selected by their ESO (the Military Brotherhood Inc. (NATHQ)), based on Guidelines for the Selection of Trainees (DOCX 20KB) provided to ESOs. If you are interested in attending ATDP training you need to be endorsed by your ESO (NATHQ) and then register your interest in the training through the ATDP website. Details of which courses are available are also on the website (from NATHQ – more to follow).

### **How long does the training take?**

7. A single learning pathway refers to specific courses and experience that advocates will need to complete in a required order as they progress towards higher levels. The single learning pathway will apply across all levels of competency, from levels one to four in the compensation stream and levels one to two in the Welfare Stream. Advocates will proceed through the training at their own pace but it is expected that this would not involve more than twelve months for each competency level.

### **Will advocates trained under TIP have the opportunity to be accredited under the ATDP?**

8. Yes. All advocates will be offered the opportunity to be accredited under the ATDP. Previous training and workplace experience will be taken into account through a Recognition of Prior Learning (RPL) process. There will be various entry points into the ATDP single learning pathway and they are being designed to ensure they are flexible with minimal impact on advocates.

### **Are Welfare, Pension and Advocates covered by insurance?**

9. The *Veterans' Indemnity and Training Association (VITA)* has been established for the purpose of providing professional indemnity insurance for suitably qualified, trained and authorised members of ex-service organisations (including MBMMC) who give advice to the ex-service community on matters relating to DVA pension and compensation entitlements and welfare support.

10. VITA also maintains an insurance policy providing basic protection for VITA members' advocates for the following:

- a) accidents that occur at a client meeting,
- b) while travelling to and from a client meeting, and
- c) for travel to training.

11. The MBMMC has been covered by VITA insurance since 2009 (ref Attachment A).



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12. VITA insurance will continue to cover TIP-trained practitioners until all those who wish to undertake recognition of prior learning (RPL) have had the opportunity to attend an RPL session and have achieved accreditation under the ATDP.

13. For more information about VITA, see the ATDP website.

### Further Questions

14. If you have any other questions, please email them to [ATDPenquiries@dva.gov.au](mailto:ATDPenquiries@dva.gov.au).

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ATTACHMENT A TO  
SOP 14 DATED 11 SEP 17

### Veterans' Indemnity and Training Association (VITA) Insurance

VETERANS' INDEMNITY AND TRAINING ASSOCIATION INC  
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7 December 2009

Mr J.R. Kocka  
Secretary  
Military Brotherhood Inc  
14 Tanah Avenue  
TANAH MERAH QLD 4128

Dear Mr Kocka,

Welcome to VITA. Your application has been accepted by VITA and subject to the receipt of the membership Fee of \$200.00, the Military Brotherhood Association Inc will be covered until the 30 June 2010.

Copies of the following documents:

The current Constitution and Rules of VITA and Appendices; and  
Guidance for the disposal of claims files

are enclosed for your organisation's reference

Your attention is drawn in particular to Rule 12 and to the *Operational Protocol* at Appendix 4 of the Constitution and Rules.

I have advised the Broker of your Association's admission to membership for inclusion on the schedule of organisations covered by our insurance policy.

Yours sincerely,

Peter Cooke-Russell  
Secretary VITA